Important information about Chinese University Student Information System (CUSIS)

1. CUSIS Website
   https://portal.cuhk.edu.hk

2. Login ID & Password:

   ID: your 10-digit Student ID

   Password: CWEM password (Students who have completed online registration will receive a 6-digit verification code (V-code) via SMS and email from ITSC starting from 18 July 2017. Please use the v-code to retrieve CWEM password at http://cai.itsc.cuhk.edu.hk . Students who haven't performed online registration are reminded to do it as soon as possible. Students who do not receive their v code before 31 July 2017 please contact ITSC at 3943 8845.)

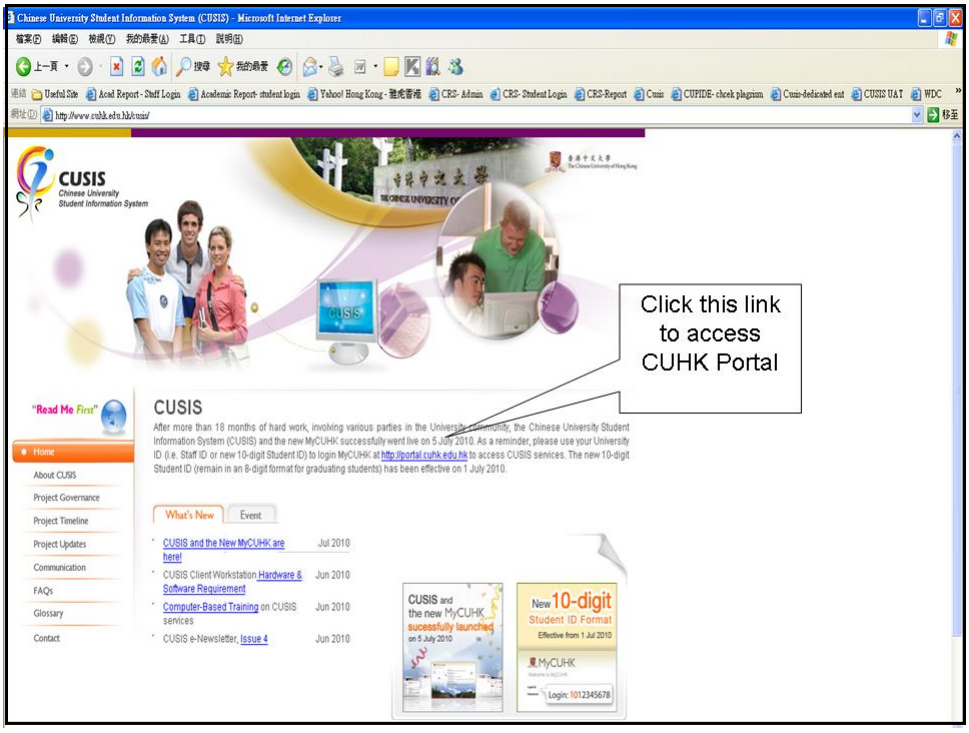
3. On-line Demonstration
   A Computer-Based Training is provided. Please use your Student ID and CWEM Password to access. The URL can be found in this website: http://www.cuhk.edu.hk/cusis/

If students need to make adjustments to their course enrolment, they may use the following system functions:

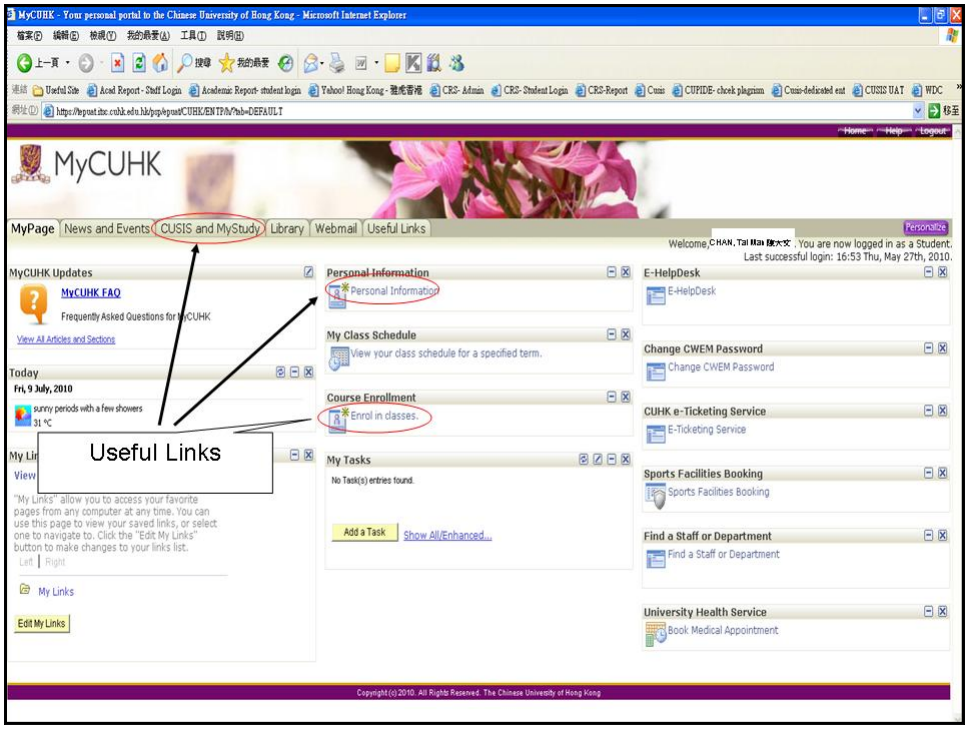
Add:	To choose a course from the course list and then 'validate' the enrolment rules, and then proceed to finish enrolling course.
Drop:	To choose intended to drop class(es) from the list of already enrolled classes, click 'Drop Selected Classes' and then 'Finish Dropping' to confirm.
Swap:	To use 'Class Search' to select a class to add and then select a class to drop from the already enrolled classes, then click 'Finish Swapping' to confirm the action.
Wait List:	To tick the option "Wait list if class is full, students will be put into the waiting list with the "wait list position" when the class is full, if he/she fulfills the course enrollment rules. If some students drop the class, students on the "wait list" will enroll in the class automatically. Therefore, students on the wait list should check the course enrollment record frequently to keep updated.

CUHK 香港中文大學

Demonstration of CUSIS



MyCUHK
Welcome
What is MyCUHK?
MyCUHK not only is your personal portal to a wide range of services and websites in CUHK, but also is the primary entrance to CUSIS services.
Current Staff and Students
Check here for instructions on getting your Student/Staff ID number.
Login with CUHK OnePass
This will log you in via the CUHK Central Authentication System
Pls use your 10-digit Student ID and CWEM password to login the system
To protect
To prevent unauthorized use of your account, please log
繁體中文
Using Chrome?
Avoiding security certificate problems
This portal web site uses security certificates issued by the Hong Kong Post. If you use browsers other than IE (in Windows 7 or later) or Safari (in Mac OSX 10.5.8 or later) or Firefox (3.6.2 or later), you are advised to install the Hongkong Post Root CA 1 Certificate in order to operate smoothly.
MyCUHK
Copyright (c) 2010. All Rights Reserved. The Chinese University of Hong Kong.


MyCUHK - Your personal portal to the Chinese University of Hong Kong - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
Personalize
Welcome, CHAN, Tai Man 陳大文 . You are now logged in as a Student.
Last successful login: 16:53 Thu, May 27th, 2010.
MyCUHK Updates
MyCUHK FAQ
Frequently Asked Questions for MyCUHK
View All Articles and Sections
Today
Fri, 9 July, 2010
sunny periods with a few showers
31 °C
Useful Links
"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to view your saved links, or select one to navigate to. Click the "Edit My Links" button to make changes to your links list.
My Links
Edit My Links
Personal Information
Personal Information
My Class Schedule
View your class schedule for a specified term.
Course Enrollment
Enrol in classes.
My Tasks
No Task(s) entries found.
Add a Task
Show All/Enhanced...
E-HelpDesk
E-HelpDesk
Change CWEM Password
Change CWEM Password
CUHK e-Ticketing Service
E-Ticketing Service
Sports Facilities Booking
Sports Facilities Booking
Find a Staff or Department
Find a Staff or Department
University Health Service
Book Medical Appointment
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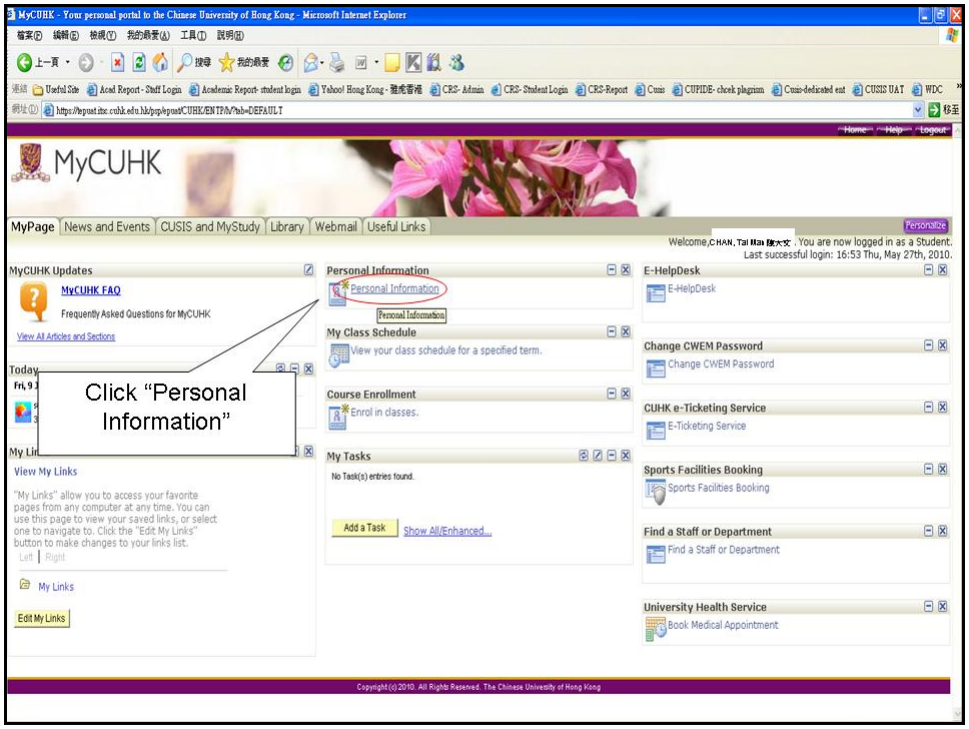
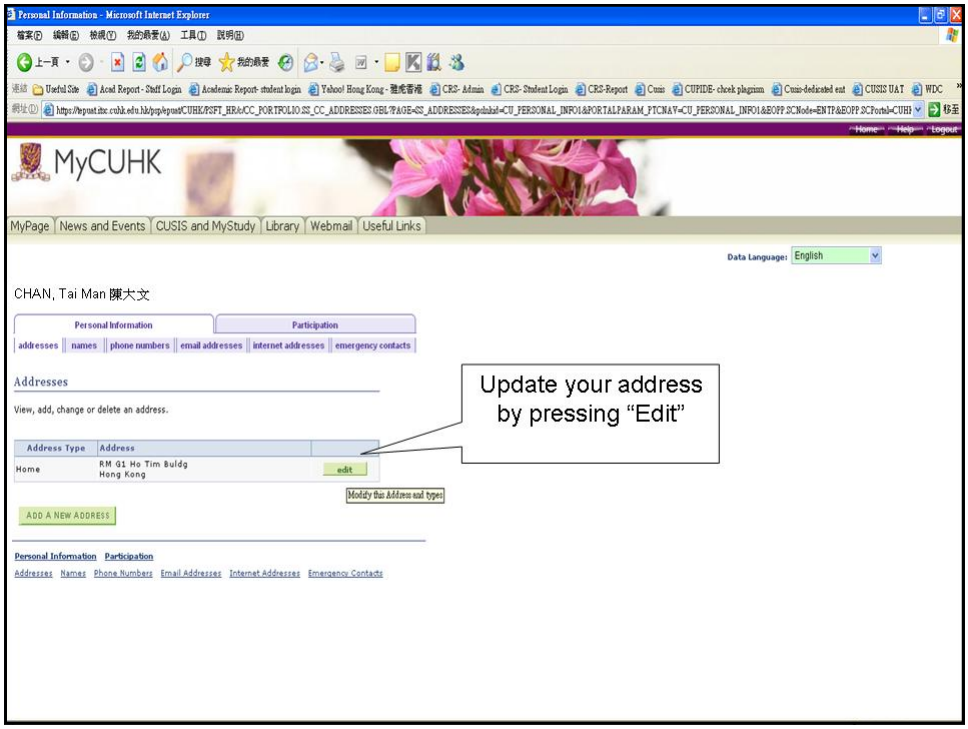
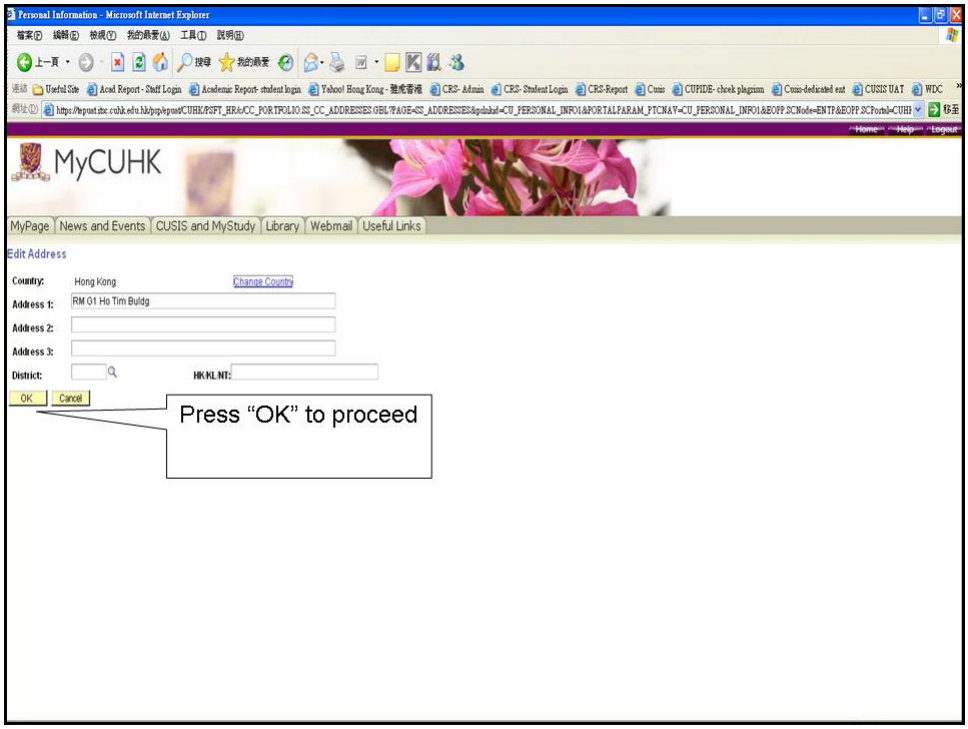
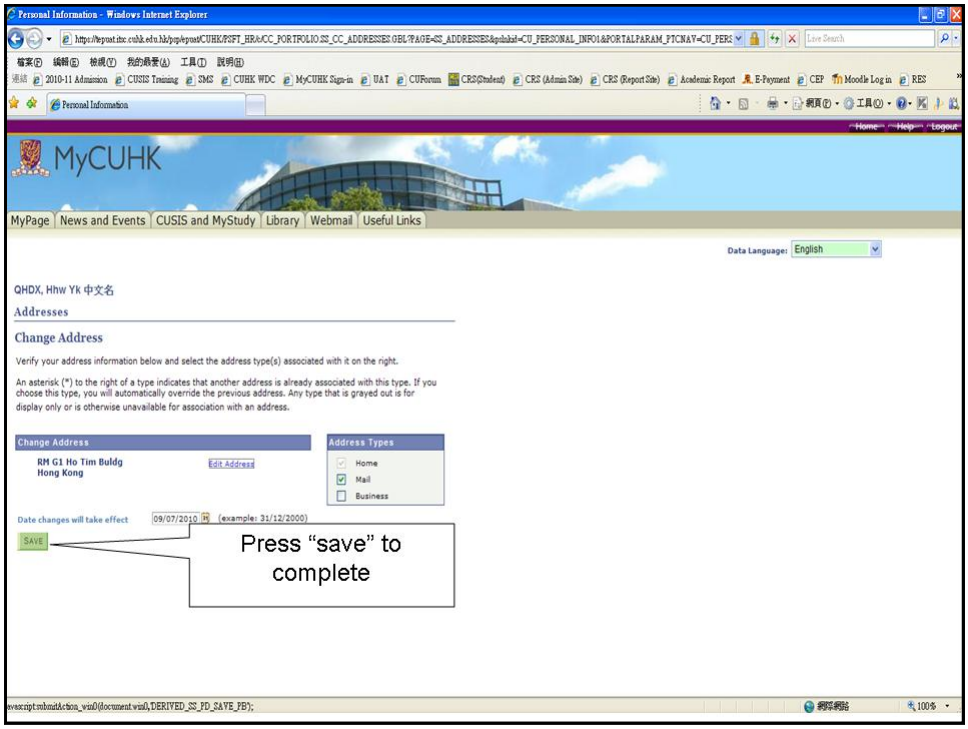
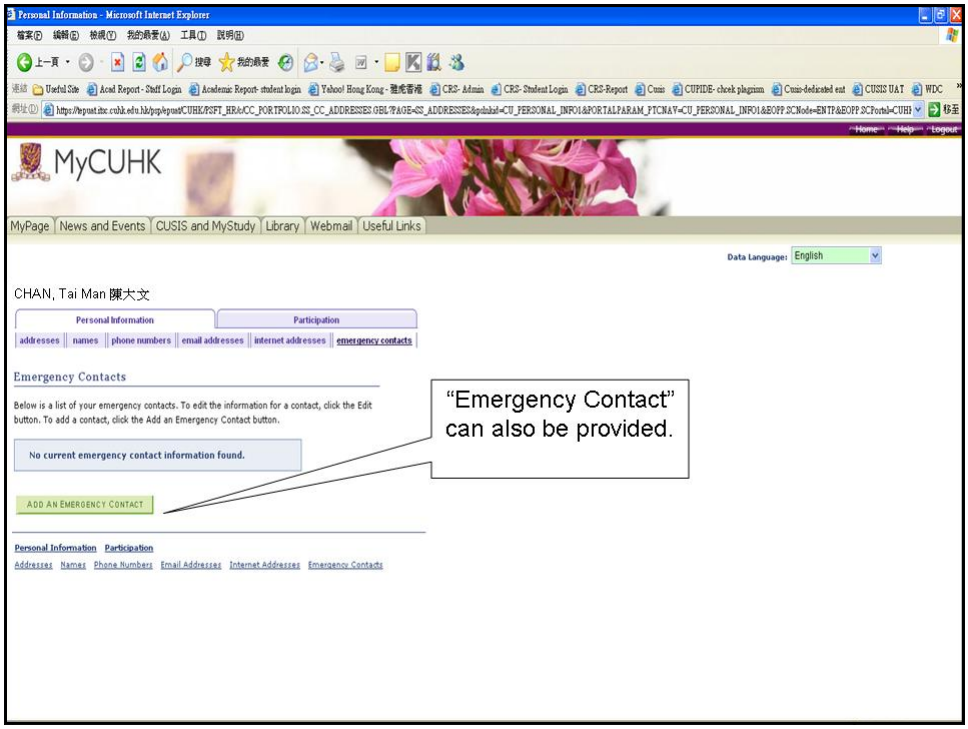
How To Update Your Personal Information in CUSIS



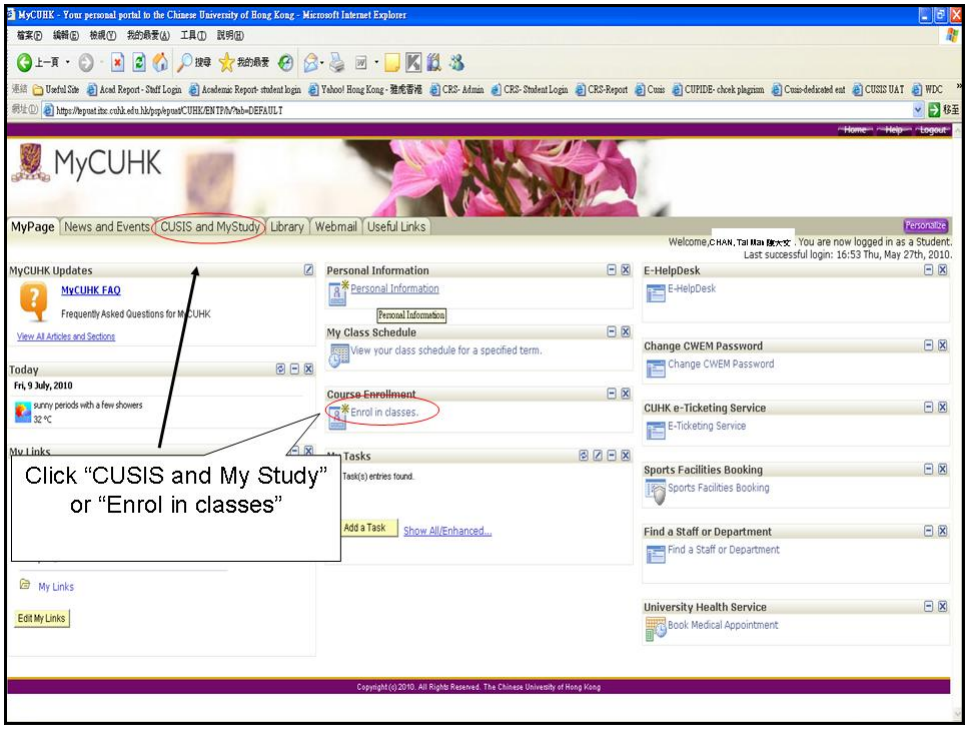

Personal Information - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
Data Language: English
CHAN, Tai Man 陳大文
Personal Information
Participation
addresses
names
phone numbers
email addresses
internet addresses
emergency contacts
Addresses
View, add, change or delete an address.
Address Type
Address
Home
RM G1 Ho Tim Buldg
Hong Kong
edit
Modify this Address and type
ADD A NEW ADDRESS
Personal Information
Participation
Addresses
Names
Phone Numbers
Email Addresses
Internet Addresses
Emergency Contacts
Update your address by pressing "Edit"

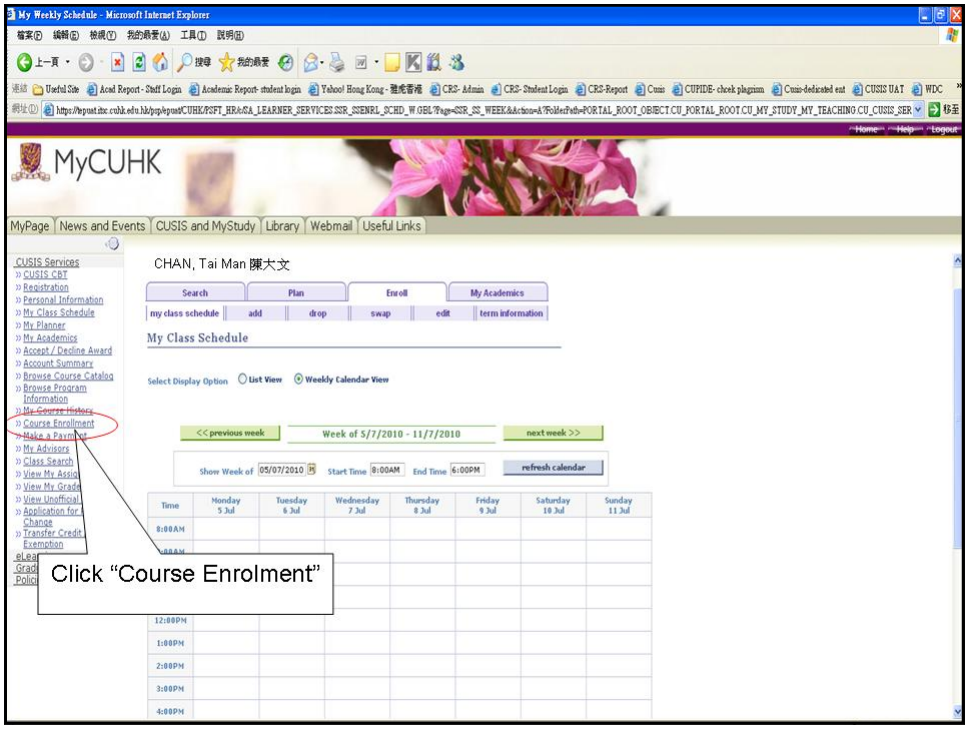

Personal Information - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
Edit Address
Country:
Hong Kong
Change Country
Address 1:
RM G1 Ho Tim Buldg
Address 2:
Address 3:
District:
HK KL NT:
OK
Cancel
Press "OK" to proceed

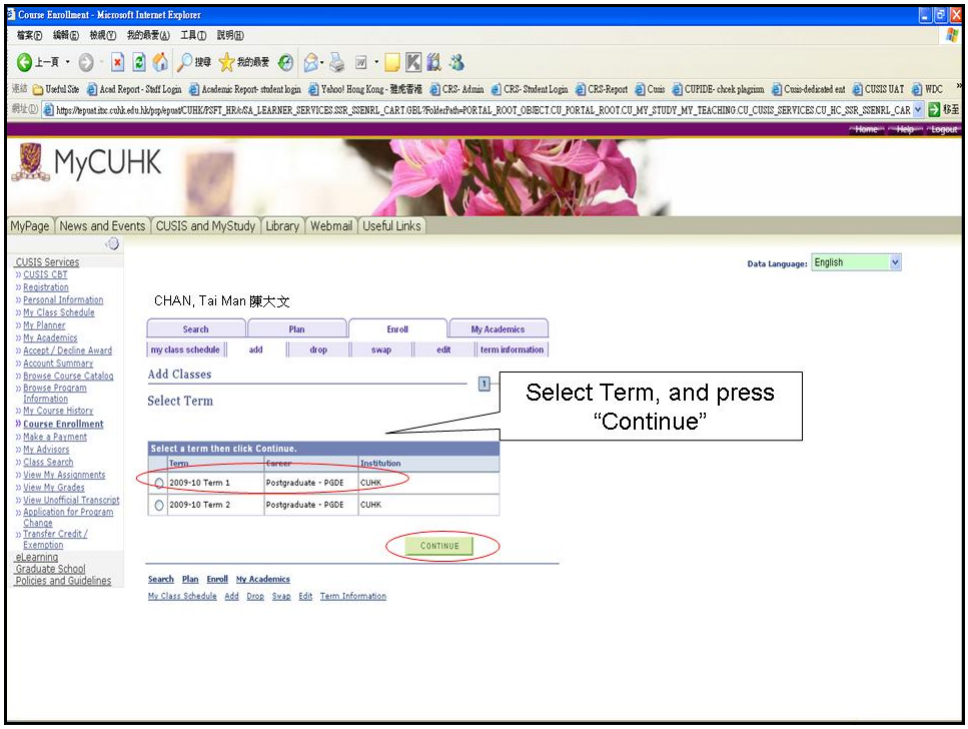

Personal Information - Windows Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
Data Language: English
QHDX, Hhw Yk 中文名
Addresses
Change Address
Verify your address information below and select the address type(s) associated with it on the right.
An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.
Change Address
RM G1 Ho Tim Buildg
Hong Kong
Edit Address
Address Types
Home
Mail
Business
Date changes will take effect
09/07/2010
(example: 31/12/2000)
SAVE
Press “save” to complete

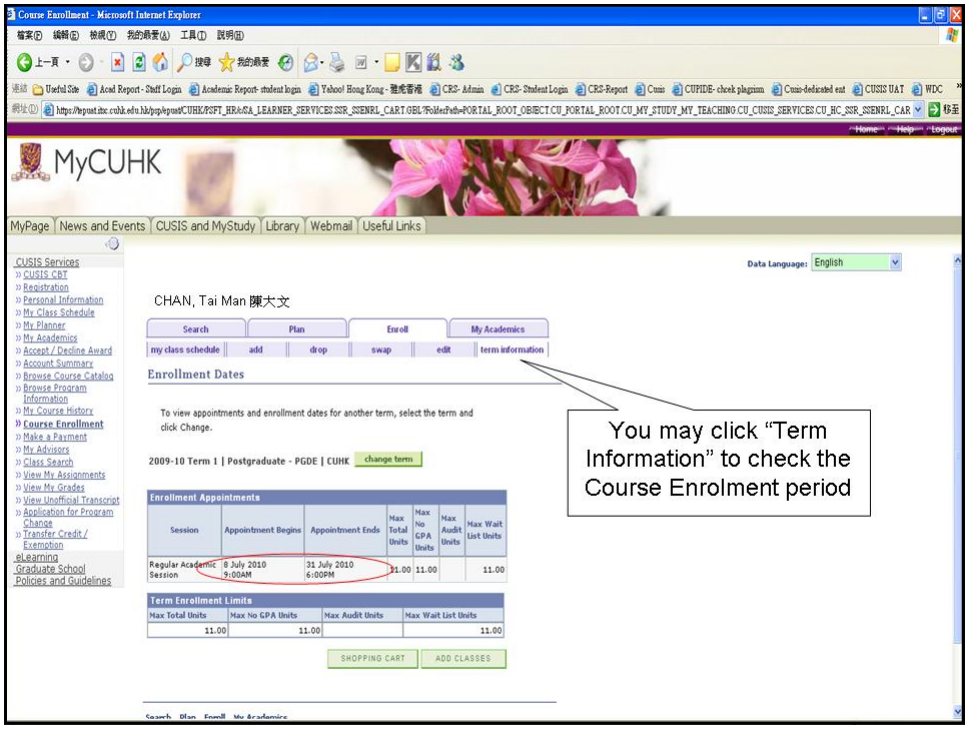

Personal Information - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
Data Language: English
CHAN, Tai Man 陳大文
Personal Information
Participation
addresses
names
phone numbers
email addresses
internet addresses
emergency contacts
Emergency Contacts
Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.
No current emergency contact information found.
ADD AN EMERGENCY CONTACT
“Emergency Contact” can also be provided.
Personal Information
Participation
Addresses
Names
Phone Numbers
Email Addresses
Internet Addresses
Emergency Contacts

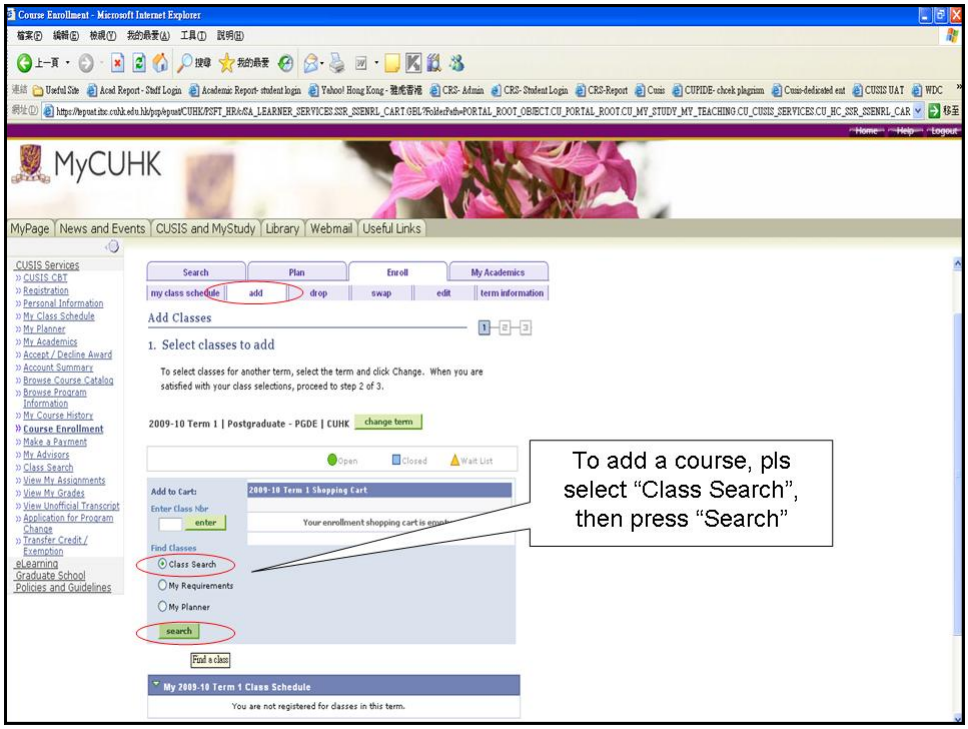
How To Perform Course Registration in CUSIS

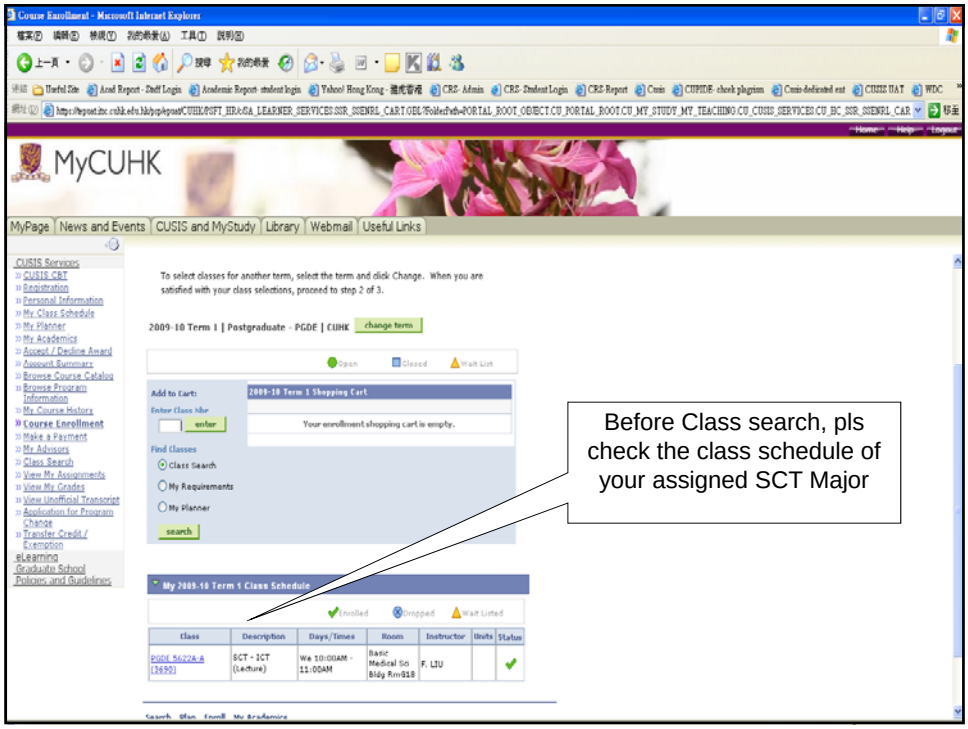


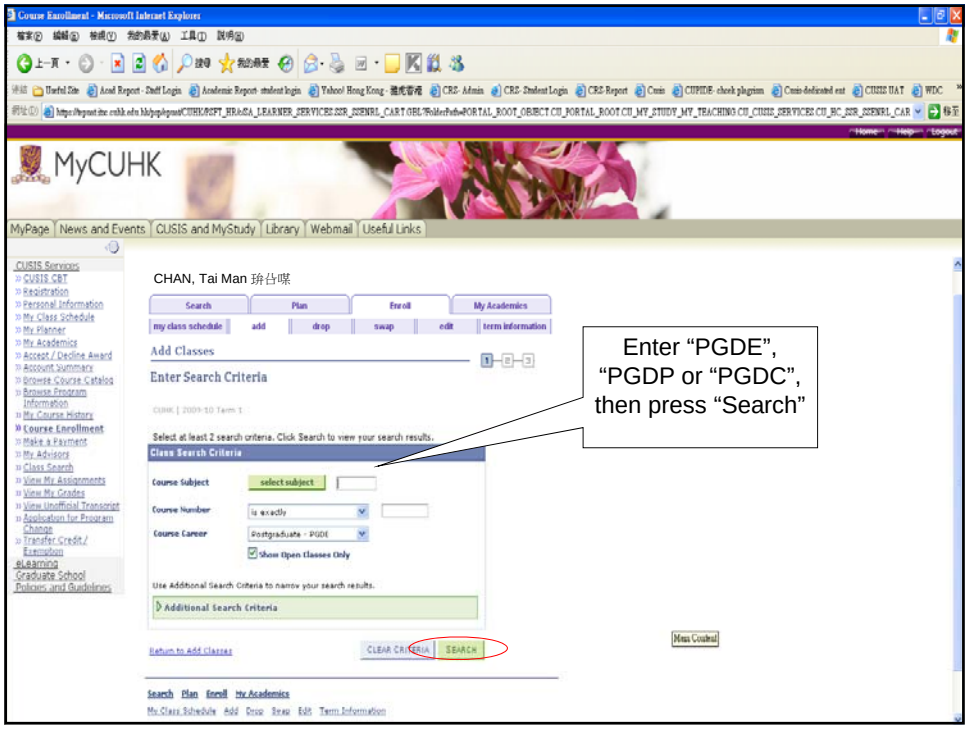

My Weekly Schedule - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
CUSIS Services
CHAN, Tai Man 陳大文
Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
My Class Schedule
Select Display Option
List View
Weekly Calendar View
<< previous week
Week of 5/7/2010 - 11/7/2010
next week >>
Show Week of 05/07/2010
Start Time 8:00AM
End Time 6:00PM
refresh calendar
Time
Monday 5 Jul
Tuesday 6 Jul
Wednesday 7 Jul
Thursday 8 Jul
Friday 9 Jul
Saturday 10 Jul
Sunday 11 Jul
8:00AM
12:00PM
1:00PM
2:00PM
3:00PM
4:00PM
Click "Course Enrolment"

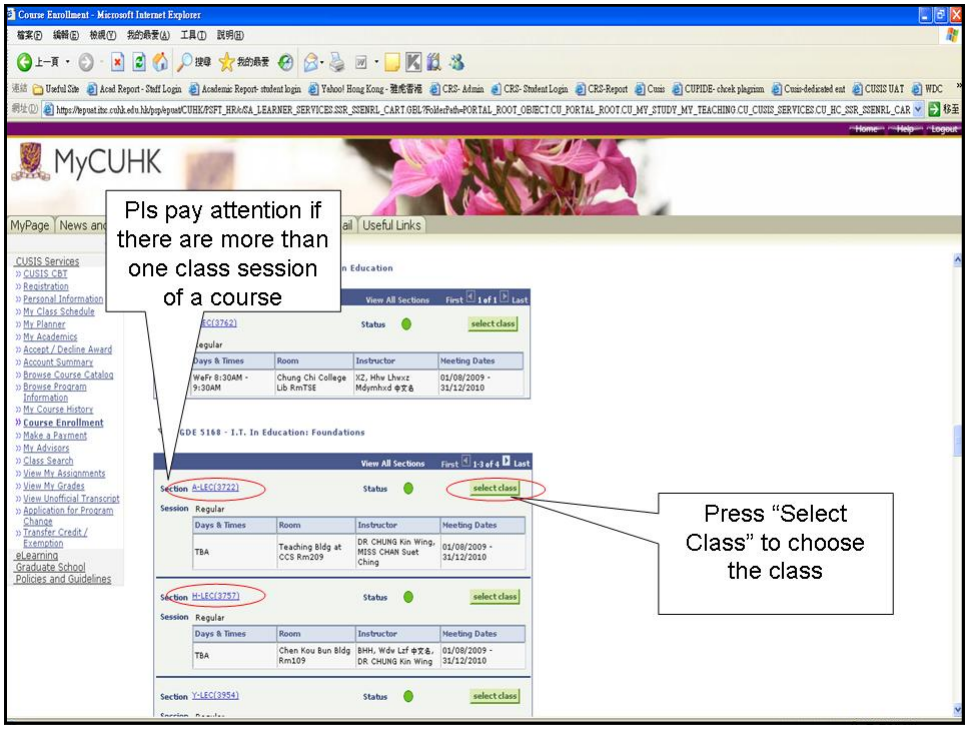

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
CUSIS Services
Data Language:
English
CHAN, Tai Man 陳大文
Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
Add Classes
Select Term
Select Term, and press "Continue"
Select a term then click Continue.
Term
Career
Institution
2009-10 Term 1
Postgraduate - PGDE
CUHK
2009-10 Term 2
Postgraduate - PGDE
CUHK
CONTINUE
Search
Plan
Enroll
My Academics
My Class Schedule
Add
Drop
Swap
Edit
Term Information

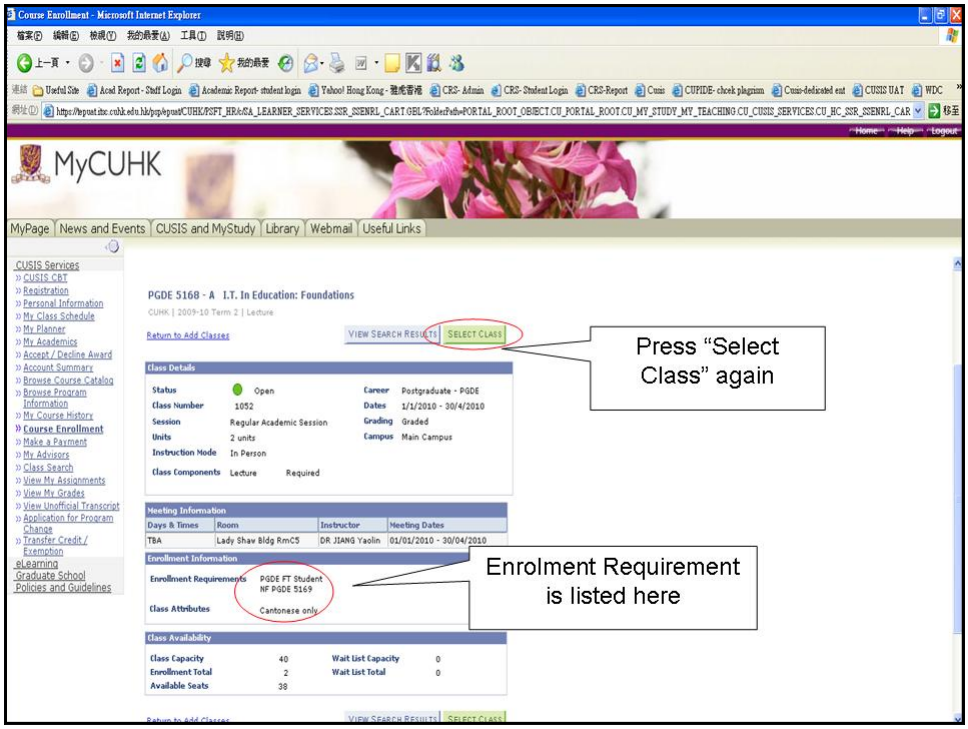

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links
CUSIS Services
Data Language: English
CHAN, Tai Man 陳大文
Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information
Enrollment Dates
To view appointments and enrollment dates for another term, select the term and click Change.
2009-10 Term 1 | Postgraduate - PGDE | CUHK change term
Enrollment Appointments
Session | Appointment Begins | Appointment Ends | Max Total Units | Max No GPA Units | Max Audit Units | Max Wait List Units
Regular Academic Session | 8 July 2010 9:00AM | 31 July 2010 6:00PM | 11.00 | 11.00 | | 11.00
Term Enrollment Limits
Max Total Units | Max No GPA Units | Max Audit Units | Max Wait List Units
11.00 | 11.00 | | 11.00
SHOPPING CART | ADD CLASSES
You may click "Term Information" to check the Course Enrolment period

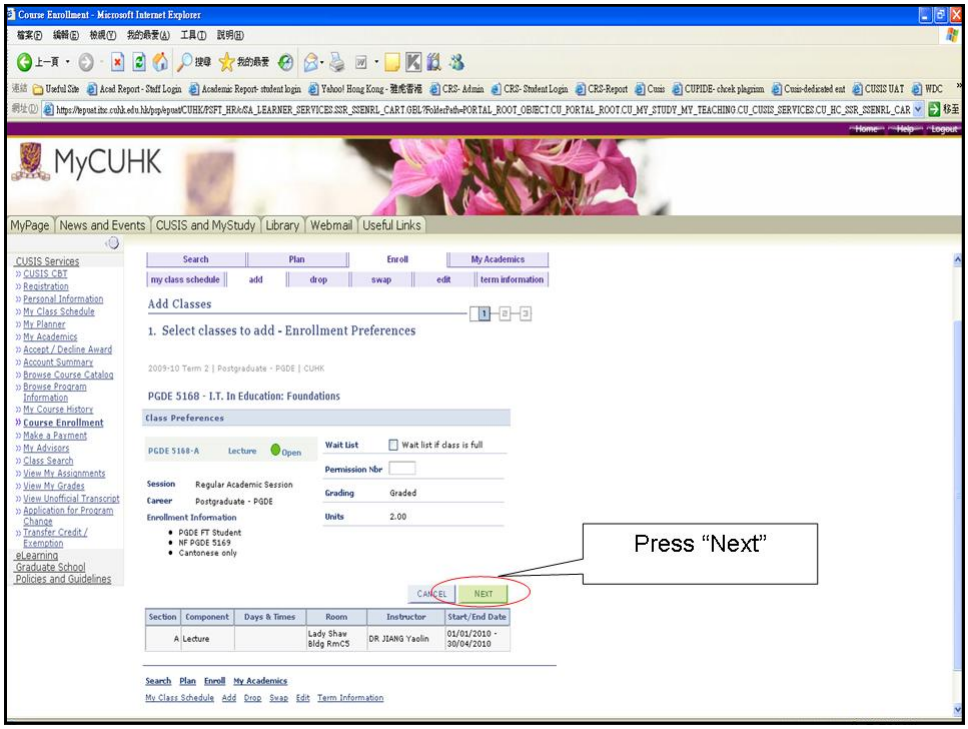

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links
Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information
Add Classes
1. Select classes to add
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
2009-10 Term 1 | Postgraduate - PGDE | CUHK change term
Open | Closed | Wait List
Add to Cart:
Enter Class Nbr
enter
2009-10 Term 1 Shopping Cart
Your enrollment shopping cart is empty
Find Classes
Class Search
My Requirements
My Planner
search
Find a class
My 2009-10 Term 1 Class Schedule
You are not registered for classes in this term.
To add a course, pls select "Class Search", then press "Search"

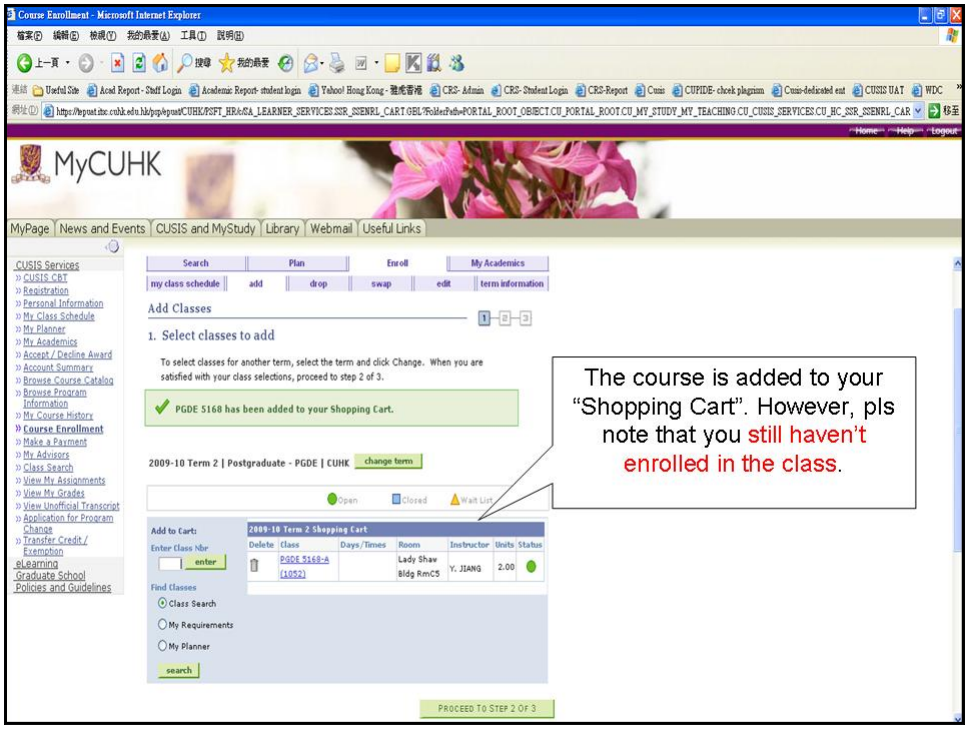

Before Class search, pls check the class schedule of your assigned SCT Major

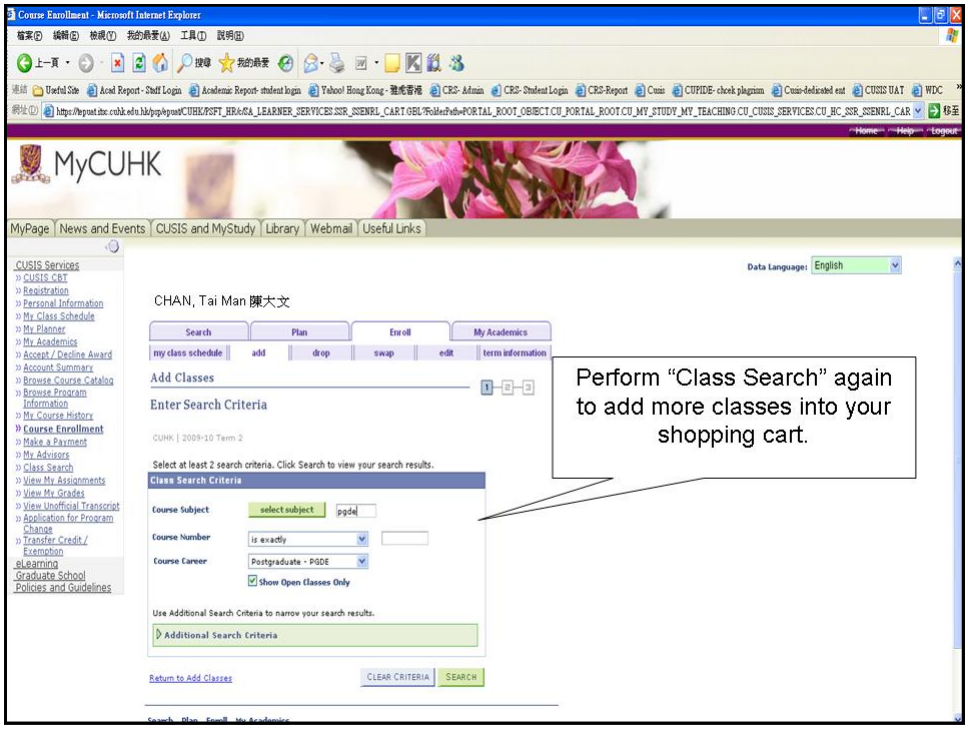

Enter “PGDE”, “PGDP or “PGDC”, then press “Search”

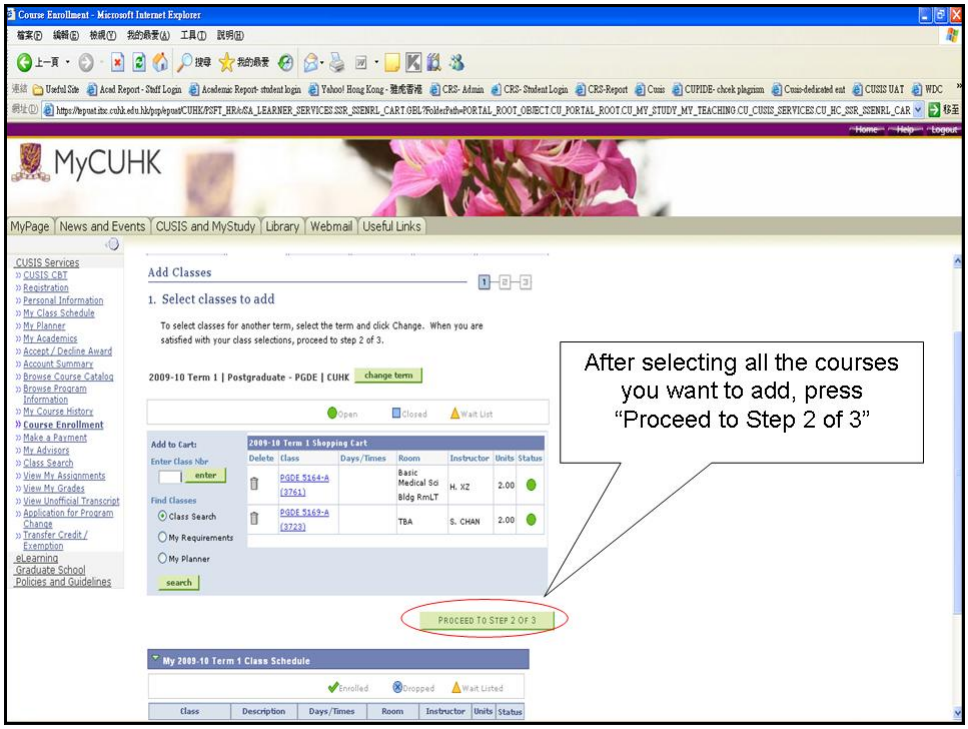

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage
Useful Links
PGDE 5168 - I.T. In Education: Foundations
Section A-LEC(3722)
Status
select class
Session Regular
Days & Times
Room
Instructor
Meeting Dates
TBA
Teaching Bldg at CCS Rm209
DR CHUNG Kin Wing; MISS CHAN Suet Ching
01/08/2009 - 31/12/2010
Section H-LEC(3757)
Chen Kou Bun Bldg Rm109
DR CHUNG Kin Wing
Section Y-LEC(3954)
PIs pay attention if there are more than one class session of a course
Press "Select Class" to choose the class

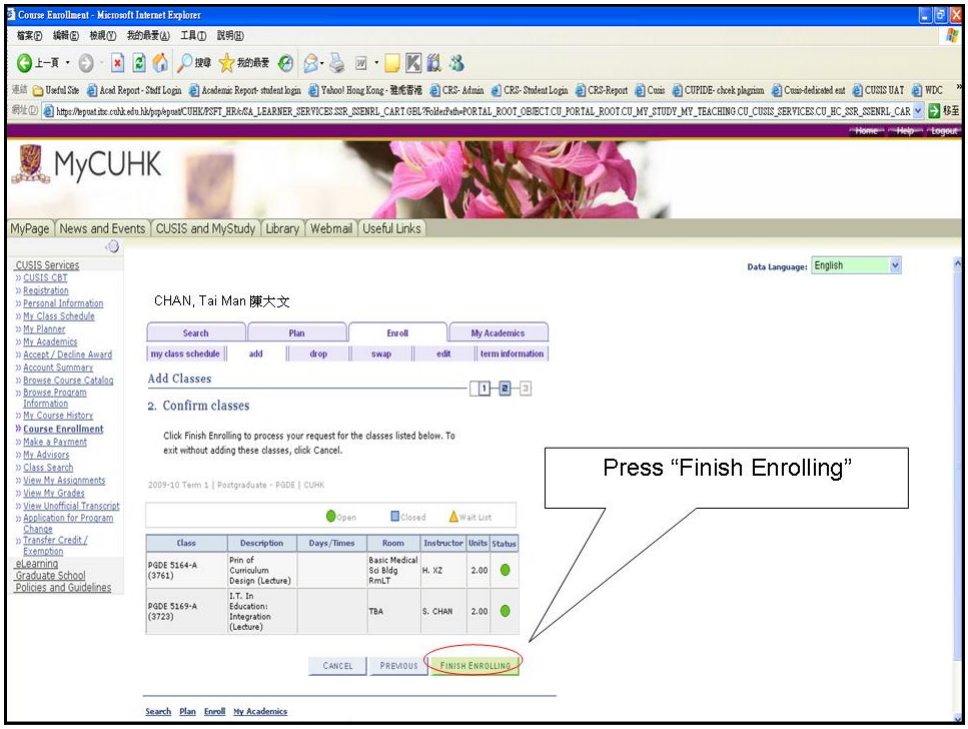

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
PGDE 5168 - A I.T. In Education: Foundations
Return to Add Classes
VIEW SEARCH RESULTS
SELECT CLASS
Class Details
Status Open
Class Number 1052
Session Regular Academic Session
Units 2 units
Instruction Mode In Person
Class Components Lecture Required
Career Postgraduate - PGDE
Dates 1/1/2010 - 30/4/2010
Grading Graded
Campus Main Campus
Meeting Information
Days & Times
Room
Instructor
Meeting Dates
TBA
Lady Shaw Bldg RmC5
DR JIANG Yaolin
01/01/2010 - 30/04/2010
Enrollment Information
Enrollment Requirements
PGDE FT Student
NF PGDE 5169
Class Attributes
Cantonese only
Class Availability
Class Capacity 40
Enrollment Total 2
Available Seats 38
Wait List Capacity 0
Wait List Total 0
Press "Select Class" again
Enrolment Requirement is listed here

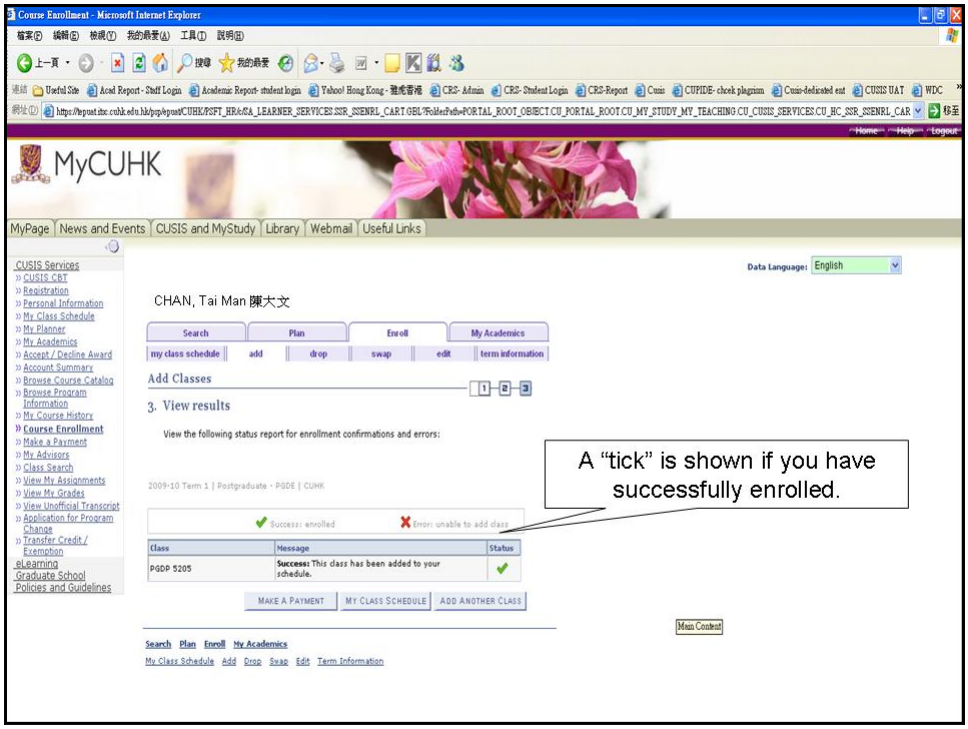

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links
Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information
Add Classes
1. Select classes to add - Enrollment Preferences
2009-10 Term 2 | Postgraduate - PGDE | CUHK
PGDE 5168 - I.T. In Education: Foundations
Class Preferences
PGDE 5168-A Lecture Open
Wait List
Wait list if class is full
Permission Nbr
Session Regular Academic Session
Career Postgraduate - PGDE
Grading Graded
Units 2.00
Enrollment Information
PGDE FT Student
NF PGDE 5169
Cantonese only
CANCEL
NEXT
Press "Next"
Section | Component | Days & Times | Room | Instructor | Start/End Date
A | Lecture | | Lady Shaw Bldg RmC5 | DR JIANG Yaolin | 01/01/2010 - 30/04/2010
Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

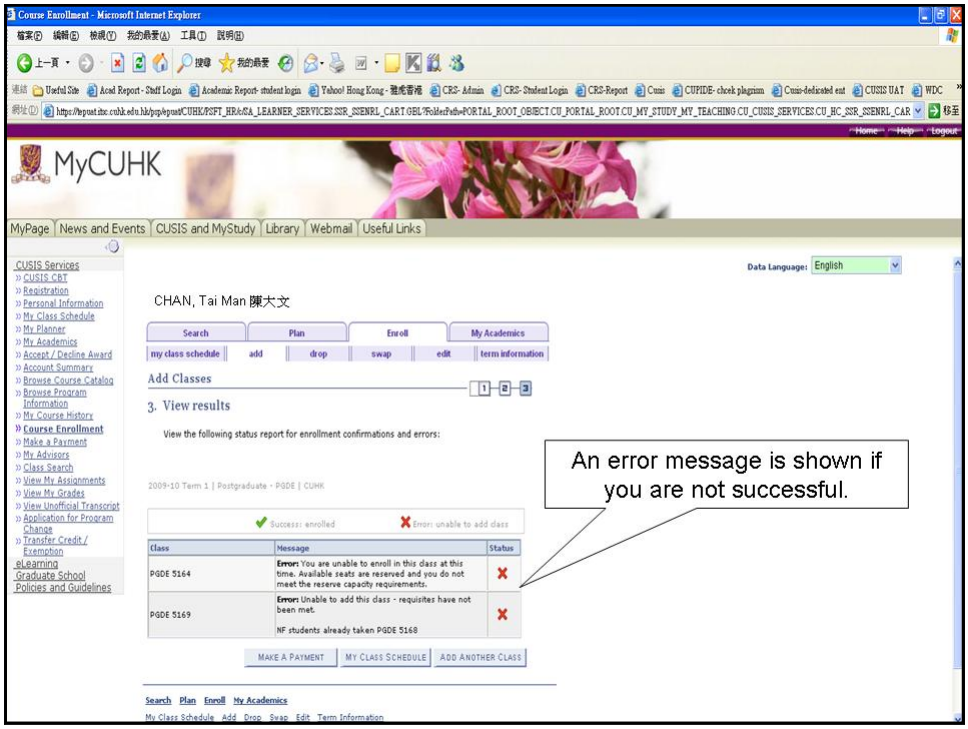

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links
Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information
Add Classes
1. Select classes to add
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
PGDE 5168 has been added to your Shopping Cart.
2009-10 Term 2 | Postgraduate - PGDE | CUHK
change term
Open Closed Wait List
The course is added to your "Shopping Cart". However, pls note that you still haven't enrolled in the class.
Add to Cart:
Enter Class Nbr
enter
Find Classes
Class Search
My Requirements
My Planner
search
2009-10 Term 2 Shopping Cart
Delete | Class | Days/Times | Room | Instructor | Units | Status
PGDE 5168-A (1052) | Lady Shaw Bldg RmC5 | Y. JIANG | 2.00
PROCEED TO STEP 2 OF 3

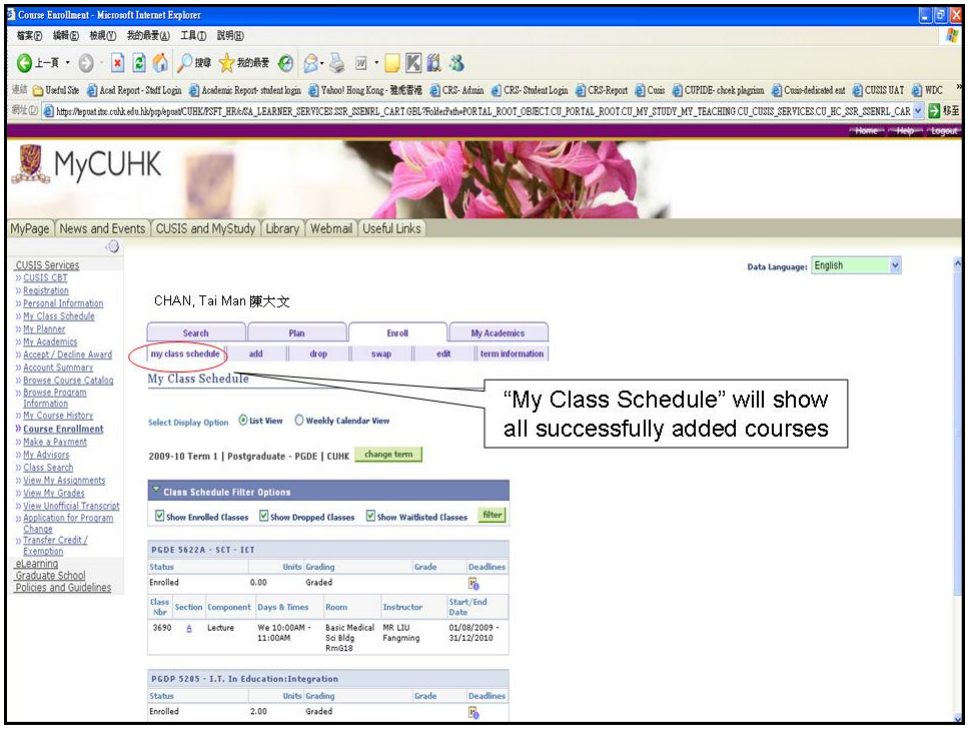

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
CUSIS Services
Course Enrollment
CHAN, Tai Man 陳大文
Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
Add Classes
Enter Search Criteria
Select at least 2 search criteria. Click Search to view your search results.
Class Search Criteria
Course Subject
select subject
Course Number
is exactly
Course Career
Postgraduate - PGDE
Show Open Classes Only
Use Additional Search Criteria to narrow your search results.
Additional Search Criteria
Return to Add Classes
CLEAR CRITERIA
SEARCH
Perform "Class Search" again to add more classes into your shopping cart.


Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
Add Classes
1. Select classes to add
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
2009-10 Term 1 | Postgraduate - PGDE | CUHK
change term
Add to Cart:
Enter Class Nbr
enter
Find Classes
Class Search
My Requirements
My Planner
search
2009-10 Term 1 Shopping Cart
PROCEED TO STEP 2 OF 3
My 2009-10 Term 1 Class Schedule
After selecting all the courses you want to add, press "Proceed to Step 2 of 3"

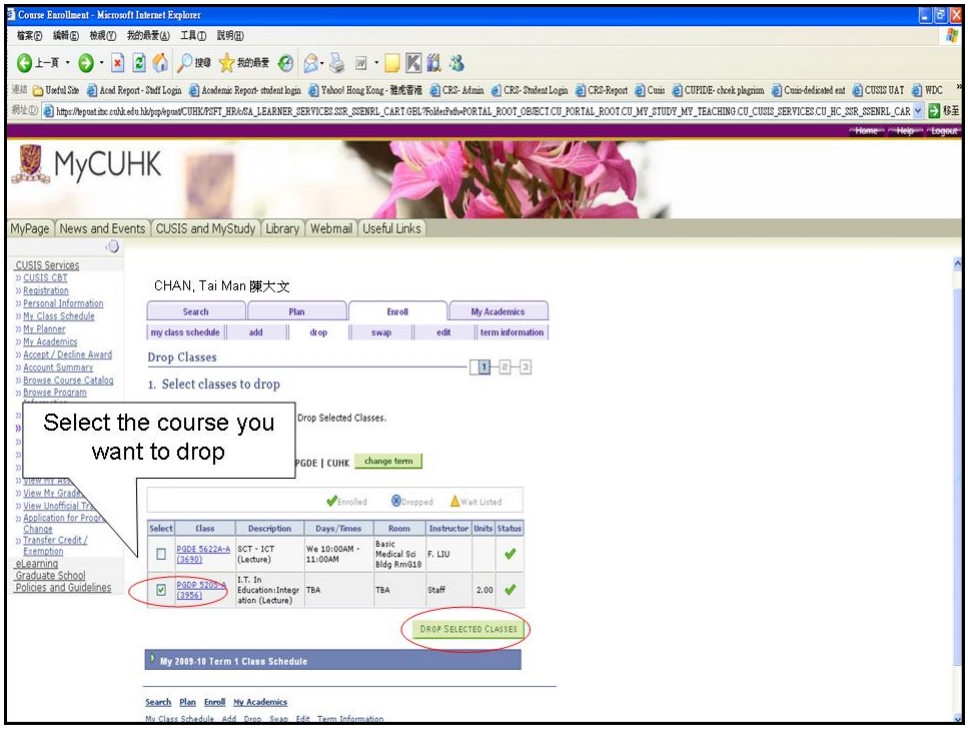

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
CUSIS Services
Data Language: English
CHAN, Tai Man 陳大文
Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
Add Classes
2. Confirm classes
Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.
2009-10 Term 1 | Postgraduate - PGDE | CUHK
Open
Closed
Wait List
Class
Description
Days/Times
Room
Instructor
Units
Status
PGDE 5164-A (3761)
Prin of Curriculum Design (Lecture)
Basic Medical Sci Bldg RmLT
H. XZ
2.00
PGDE 5169-A (3723)
I.T. In Education: Integration (Lecture)
TBA
S. CHAN
2.00
CANCEL
PREVIOUS
FINISH ENROLLING
Press “Finish Enrolling”

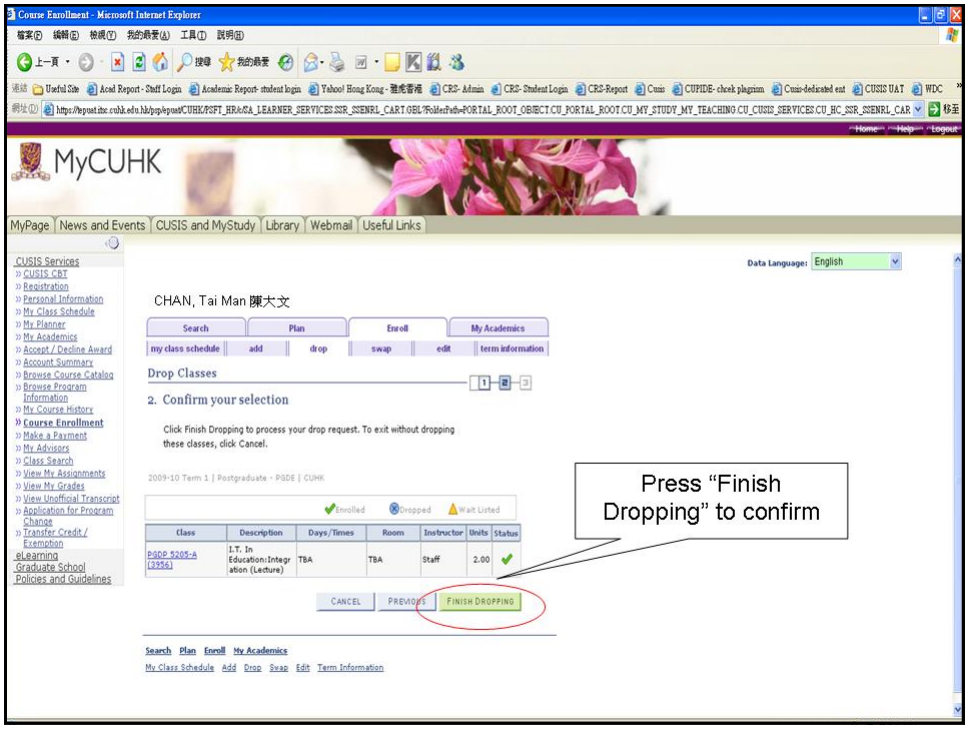

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
CUSIS Services
Data Language: English
CHAN, Tai Man 陳大文
Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
Add Classes
3. View results
View the following status report for enrollment confirmations and errors:
2009-10 Term 1 | Postgraduate - PGDE | CUHK
Success: enrolled
Error: unable to add class
Class
Message
Status
PGDP 5205
Success: This class has been added to your schedule.
MAKE A PAYMENT
MY CLASS SCHEDULE
ADD ANOTHER CLASS
Main Content
A “tick” is shown if you have successfully enrolled.

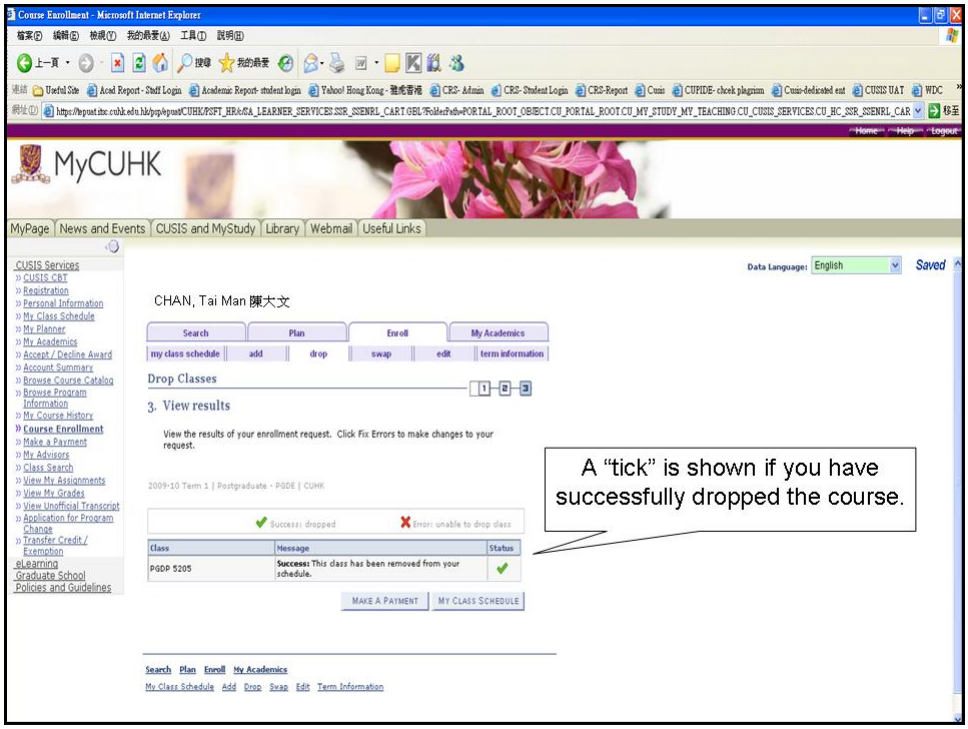

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links
CUSIS Services
Course Enrollment
Data Language: English
CHAN, Tai Man 陳大文
Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information
Add Classes
3. View results
View the following status report for enrollment confirmations and errors:
2009-10 Term 1 | Postgraduate - PGDE | CUHK
Success: enrolled
Error: unable to add class
Class | Message | Status
PGDE 5164
Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.
PGDE 5169
Error: Unable to add this class - requisites have not been met.
NF students already taken PGDE 5168
MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS
An error message is shown if you are not successful.


Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links
CUSIS Services
Course Enrollment
Data Language: English
CHAN, Tai Man 陳大文
Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information
My Class Schedule
Select Display Option: List View | Weekly Calendar View
2009-10 Term 1 | Postgraduate - PGDE | CUHK
change term
Class Schedule Filter Options
Show Enrolled Classes | Show Dropped Classes | Show Waitlisted Classes | filter
PGDE 5622A - SCT - ICT
Status | Units | Grading | Grade | Deadlines
Enrolled | 0.00 | Graded
Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/End Date
3690 | A | Lecture | We 10:00AM - 11:00AM | Basic Medical Sci Bldg Rm618 | MR LIU Fangming | 01/08/2009 - 31/12/2010
PGDP 5205 - I.T. In Education:Integration
Status | Units | Grading | Grade | Deadlines
Enrolled | 2.00 | Graded
"My Class Schedule" will show all successfully added courses

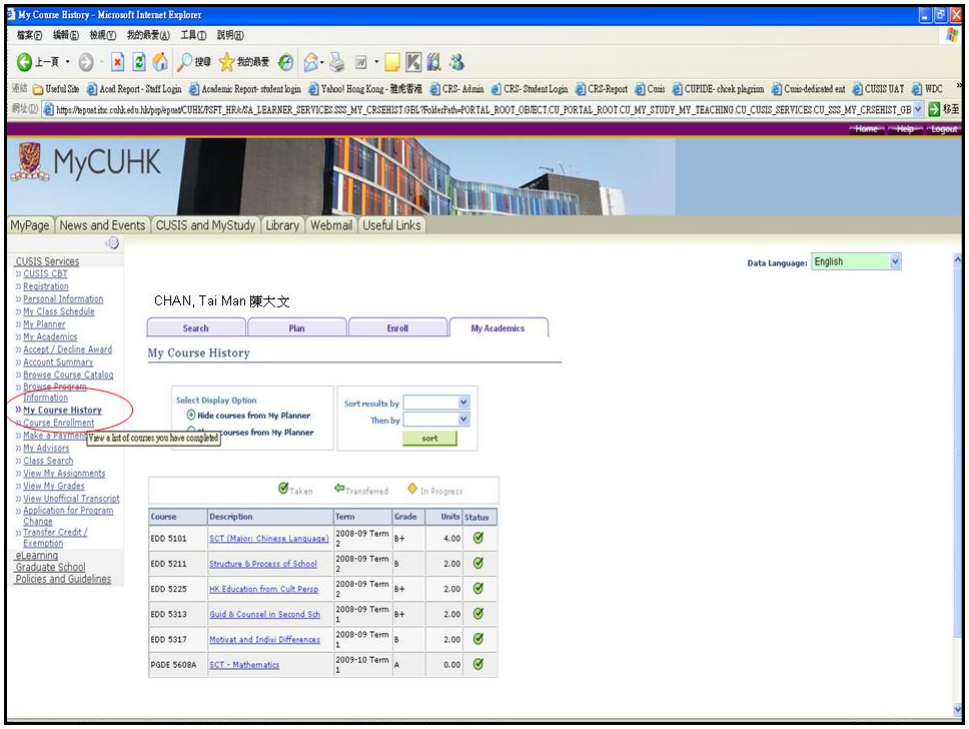
How To Drop a Course in CUSIS

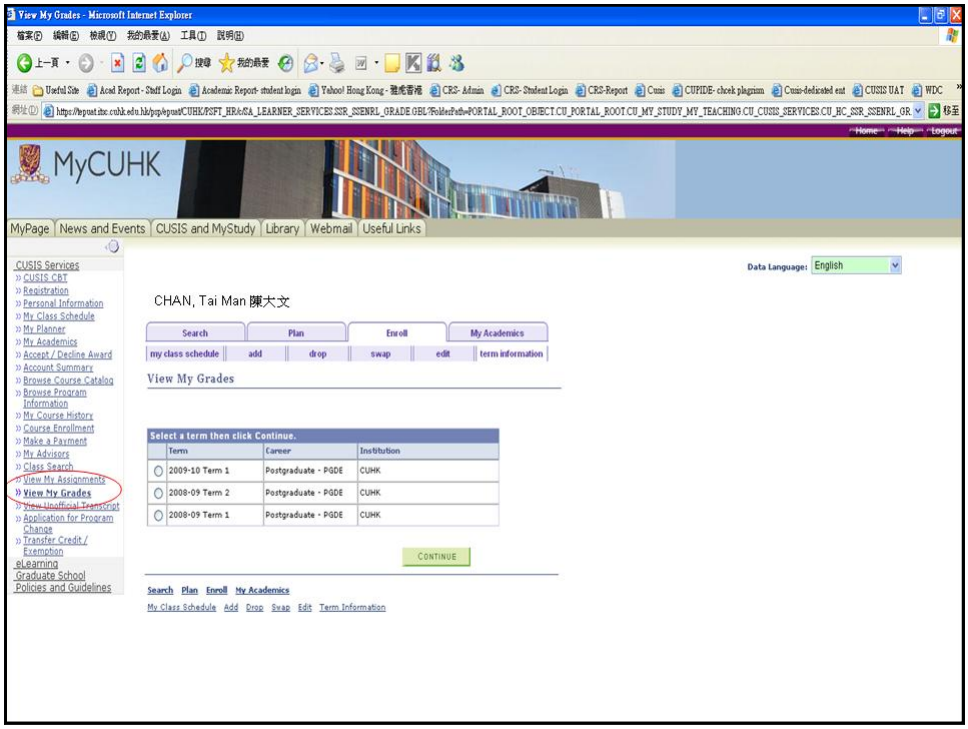


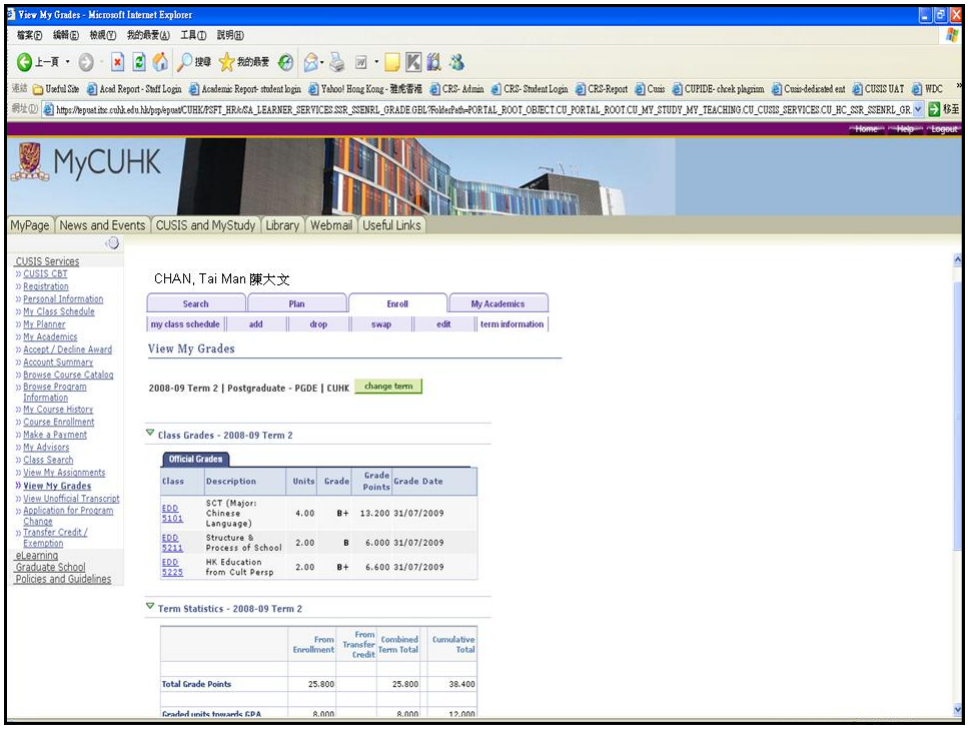

Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links
CUSIS Services
Data Language: English
CHAN, Tai Man 陳大文
Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information
Drop Classes
2. Confirm your selection
Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.
2009-10 Term 1 | Postgraduate - PGDE | CUHK
Enrolled | Dropped | Wait Listed
Class | Description | Days/Times | Room | Instructor | Units | Status
PGDP 5205-A (3956) | I.T. In Education:Integration (Lecture) | TBA | TBA | Staff | 2.00
CANCEL | PREVIOUS | FINISH DROPPING
Press "Finish Dropping" to confirm
Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information


Course Enrollment - Microsoft Internet Explorer
MyCUHK
MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links
CUSIS Services
Data Language: English Saved
CHAN, Tai Man 陳大文
Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information
Drop Classes
3. View results
View the results of your enrollment request. Click Fix Errors to make changes to your request.
2009-10 Term 1 | Postgraduate - PGDE | CUHK
Success: dropped | Error: unable to drop class
Class | Message | Status
PGDP 5205 | Success: This class has been removed from your schedule.
MAKE A PAYMENT | MY CLASS SCHEDULE
A "tick" is shown if you have successfully dropped the course.
Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

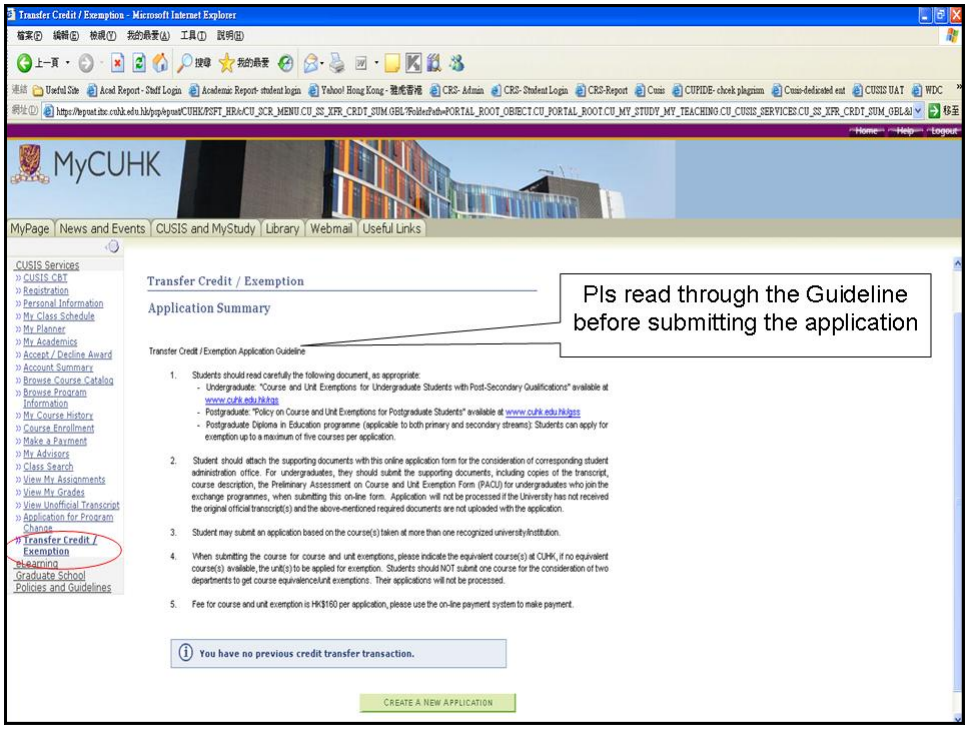
How To Check your Course History and View your Grade in CUSIS

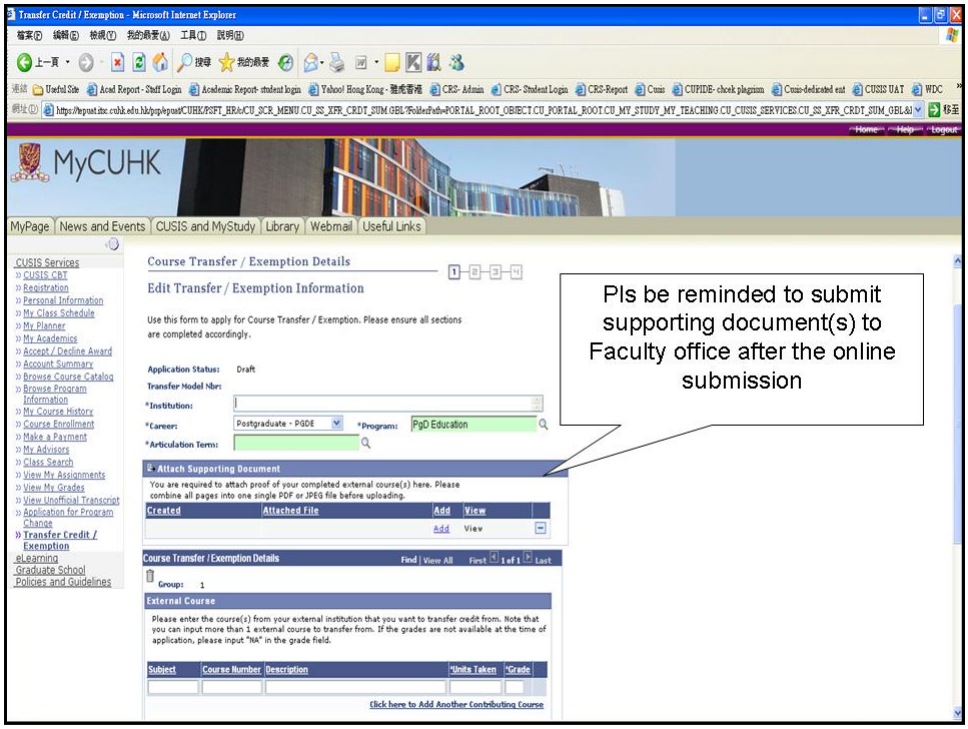



View My Grades - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
CUSIS Services
CUSIS CBT
Registration
Personal Information
My Class Schedule
My Planner
My Academics
Accept / Decline Award
Account Summary
Browse Course Catalog
Browse Program Information
My Course History
Course Enrollment
Make a Payment
My Advisors
Class Search
View My Assignments
View My Grades
View Unofficial Transcript
Application for Program Change
Transfer Credit / Exemption
eLearning
Graduate School
Policies and Guidelines
Data Language: English
CHAN, Tai Man 陳大文
Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
View My Grades
Select a term then click Continue.
Term
Career
Institution
2009-10 Term 1
Postgraduate - PGDE
CUHK
2008-09 Term 2
Postgraduate - PGDE
CUHK
2008-09 Term 1
Postgraduate - PGDE
CUHK
CONTINUE
Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

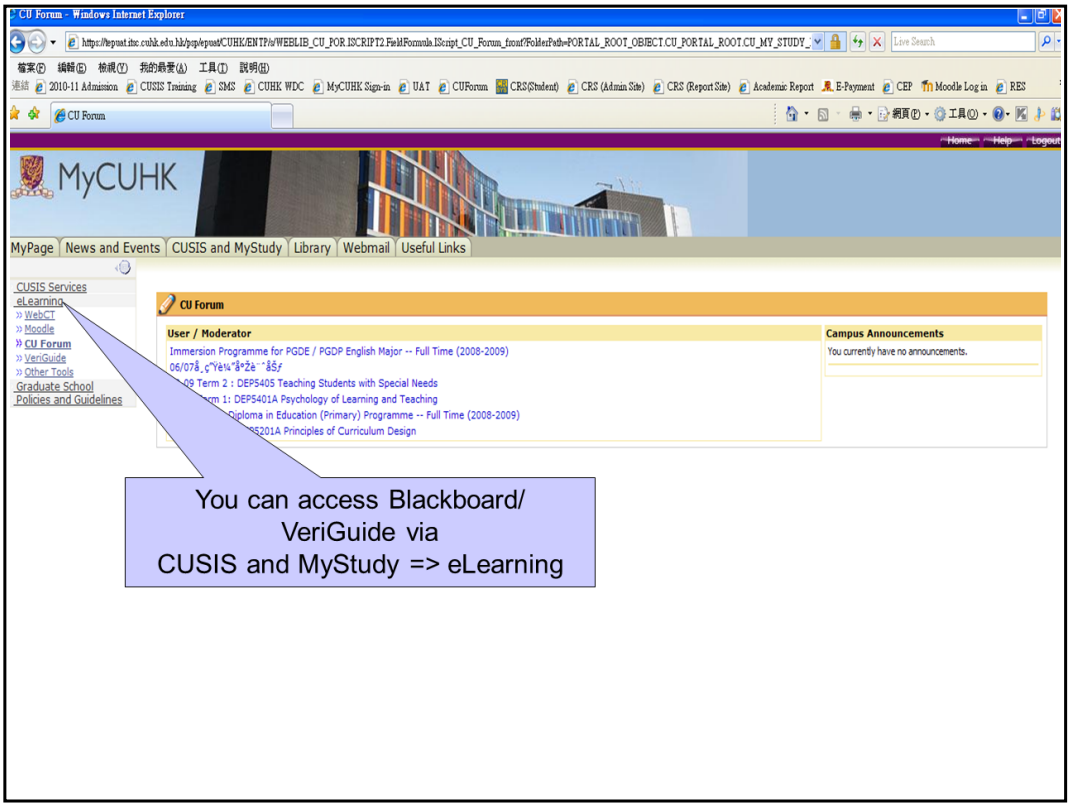

View My Grades - Microsoft Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
CUSIS Services
CUSIS CBT
Registration
Personal Information
My Class Schedule
My Planner
My Academics
Accept / Decline Award
Account Summary
Browse Course Catalog
Browse Program Information
My Course History
Course Enrollment
Make a Payment
My Advisors
Class Search
View My Assignments
View My Grades
View Unofficial Transcript
Application for Program Change
Transfer Credit / Exemption
eLearning
Graduate School
Policies and Guidelines
CHAN, Tai Man 陳大文
Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
View My Grades
2008-09 Term 2 | Postgraduate - PGDE | CUHK
change term
Class Grades - 2008-09 Term 2
Official Grades
Class
Description
Units
Grade
Grade Points
Grade Date
EDD 5101
SCT (Major: Chinese Language)
4.00
B+
13.200
31/07/2009
EDD 5211
Structure & Process of School
2.00
B
6.000
31/07/2009
EDD 5225
HK Education from Cult Persp
2.00
B+
6.600
31/07/2009
Term Statistics - 2008-09 Term 2
From Enrollment
From Transfer Credit
Combined Term Total
Cumulative Total
Total Grade Points
25.800
25.800
38.400

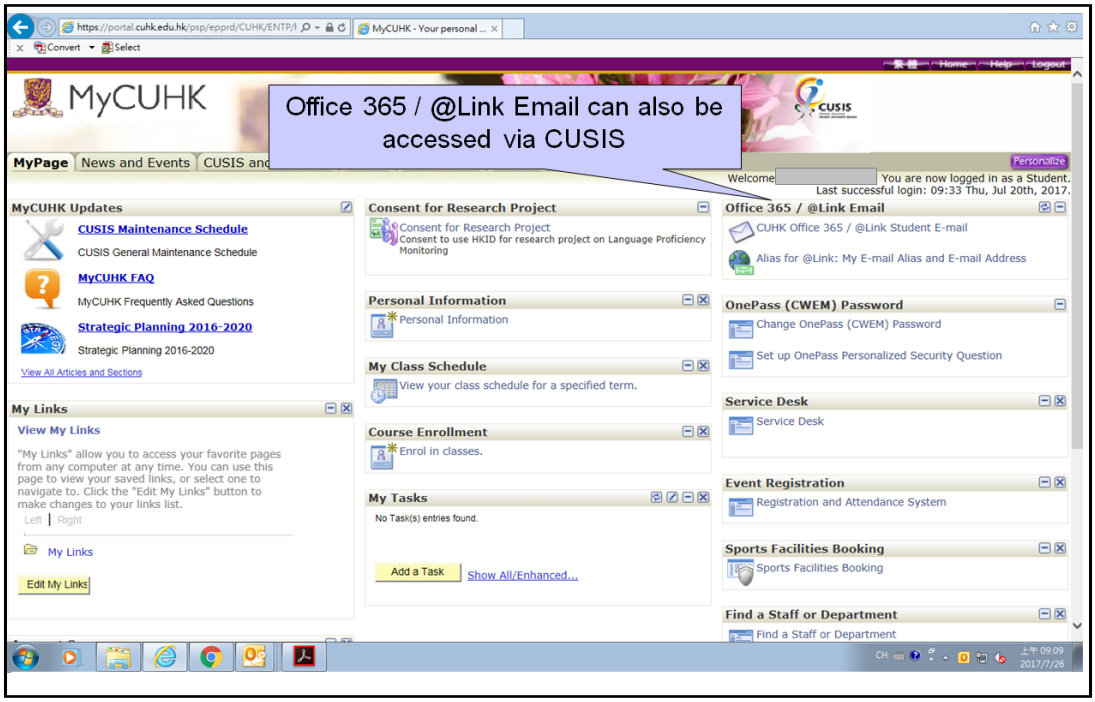
How To Apply Credit Transfer / Course Exemption in CUSIS





How To Access Blackboard/ Veriguide/ Office 365/ @Link Email in CUSIS


CU Forum - Windows Internet Explorer
MyCUHK
MyPage
News and Events
CUSIS and MyStudy
Library
Webmail
Useful Links
CUSIS Services
eLearning
WebCT
Moodle
CU Forum
VeriGuide
Other Tools
Graduate School
Policies and Guidelines
CU Forum
User / Moderator
Campus Announcements
You currently have no announcements.
You can access Blackboard/
VeriGuide via
CUSIS and MyStudy => eLearning


MyCUHK
Office 365 / @Link Email can also be accessed via CUSIS
MyPage
News and Events
MyCUHK Updates
CUSIS Maintenance Schedule
MyCUHK FAQ
Strategic Planning 2016-2020
My Links
Consent for Research Project
Personal Information
My Class Schedule
Course Enrollment
My Tasks
Office 365 / @Link Email
OnePass (CWEM) Password
Service Desk
Event Registration
Sports Facilities Booking
Find a Staff or Department

End